



MEETING MINUTES SOMERSET ADVANCED MOTORCYCLISTS

Date 05 June 2024 **Location** Lamb and Lion,
Time 19:30 Hambridge

Present

Martin Surrey, William J Eccles, Matthew Galea, Anita Jelley, Andy Bourne, Dave Parker, Michael Collins

Apologies

Graham Tullock, Jez Martin, Callum Bremner, Jim Donnelly, Linda Hay, Ian Thomas, Andy McKay

Agenda

1. Confirmation of e-mail accounts for the committee.
2. Align on roles and responsibilities.

Notes

Emails

Confirmation for e-mail access to be granted to Anita, Matthew and William.

Discussion took place about the use of SAM website domain vs the use of Gmail accounts. Various pros and cons were highlighted. Team came to a common understanding that whilst Gmail is practical, it provides an easy route for additional fraudulent accounts to be created by simply adding a character to the e-mail address. Action item highlighted on way forward and review.

IAM

Discussion around the support SAM gets from IAM. There seems to be a sense of disappointment of how IAM supports the local clubs, who ultimately represent them.

Concern about no National Observer assessments taking place. There seems to be no particular concern about advanced training associates progressing for tests. Anita agreed to take on the task to establish contact with IAM.

Strategy

Discussion took place on what targets should the committee set and a way of establishing a strategy for the coming years and a priority of projects to consider.

Main points of discussion; Activities and events that are to be planned, Alignment of the club to newer technologies that provide an enhanced community platform, membership handling and communication systems. All present agreed to provide brainstorming ideas via e-mail to Martin over the coming days.

Roles and Responsibilities

A discussion took place around roles and responsibilities. One does understand that committee members support voluntarily however the group should not be in a position where positions are dependent on one person. The team agreed that there should be shared responsibilities, shared accountability and thus shared information and access to information. There was common agreement that the group should have shared administrative access in running the organisation.

Costs

A concern was raised by Anita on the fact that the club motorcycle is registered on an individual not to the organisation. This creates an auditing issue in as it seems that the group is sponsoring someone's motorcycles.

In addition, an auditing anomaly was highlighted in that there should be an account traceability system that is beyond a spreadsheet. Agreement was reached in looking at the costs involved to have such a system. This would allow for proper auditing trails which are a requirement.

Actions

Charity Commission members names to be updated with new committee members – Andy

Details about use of SAM domain for e-mails – William

Review of process by which person setting up payment cannot authorise them. – Anita

Cost assessment for account traceability system - Anita

Establish new contact with IAM - Anita

Brainstorming idea for Strategy Plan – All, to email Martin

Next meeting to be scheduled following details received and reviewed from Martin.